

Establishing Ground Rules

Example Ground Rules

- We will start and end on time.
- We will come prepared.
- We will follow through on action items that we commit to.
- We will stay on task and avoid side conversations.
- We will make phone calls and take care of other business on breaks.
- We will listen respectfully to one another.
- We will listen to increase understanding, rather than think about what we want to say next.